



USC University of
Southern California

Credit Union Vice President Job Description

JOB INFORMATION

<i>Job Code:</i>	115075
<i>Job Title:</i>	Credit Union Vice President
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Credit Union
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

The Credit Union Vice President develops strategic and long-range business initiatives, goals and objectives for USC Credit Union and its daily operations. Determines ways to reduce costs, increase performance, and improve overall financial and/or business performance. Provides leadership, coaching and oversight while determining departmental progress toward targeted goals through metrics and periodic reports. Serves as the subject-matter expert in discipline, directing regulatory compliance efforts and participating in formulating and administering organization policies.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Bachelor's degree in finance, business management or similar field. Highly motivated, detail-oriented and passionate about driving member value. Strong knowledge of finance and accounting, organizational structure dynamics, financial modeling, asset liability management, and quantitative analysis.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Hands-on financial leader with great communication, presentation, collaboration, consensus-building and listening skills.
X		Passion and curiosity for innovation and technology. Experience with a broad array of lending technology relevant to enhancing the member experience.
	X	Strong knowledge of financial services and/or credit union industry, including industry leaders, the legislative environment, and product development opportunities.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Involved in the development and delivery of strategic business initiatives for the USC Credit Union. Monitors goals and adjusts policies accordingly to meet them, and works closely with other executives to ascertain them. Responsible for developing long-range goals and objectives for the credit union's functional area(s) and managing daily operations.				
Determines ways to reduce costs, increase performance, and improve overall financial and/or business performance in assigned, targeted areas; engages in high-level negotiations to generate or build beneficial relationships for the credit union. Analyzes costs, activities and operations, and manages performance in assigned area(s) to determine departmental progress toward stated goals.				
Provides technical/professional advice, coaching and knowledge to others within various operational areas, serving as the subject-matter expert in discipline. Participates in the development of credit union plans and programs as a tactical partner, evaluating and advising on the impact of long-range plans and regulatory action on the areas of responsibility.				
Ensures credit union meets and complies with all regulatory requirements. Directs regulatory compliance efforts, analyzes regulatory changes, and develops and coordinates the implementation of necessary policies and procedures. Participates in formulating and administering organization policies.				
Analyzes departmental metrics to provide periodic reports on product performance, service quality, member value and departmental key performance indicators in support of progress toward USCCU strategic and operational goals, as needed. Sets goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and are in line with the needs and mission of the credit union.				
Directs and coordinates activities in one or more departments through subordinate managers and/or staff. Visits facilities on a regular basis to interact with staff, provide input, and listen to the comments, concerns, suggestions and feedback from team members closest to USCCU's members.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.